



**Position Title:** Revenue Development Manager

**Position Type:** Full-time, 40 hrs per week

**Reports To:** Executive Director

**Works With:** Special event committees and all team members as required

### **Job Summary**

The Revenue Development Manager creates and oversees the implementation of a strategic approach to revenue development for the BC Sports Hall of Fame. Specific revenue development activities include, but are not limited to; solicitation of sponsors and other revenue opportunities, annual partnership program, corporate sponsorship (Banquet of Champions & Tournament of Champions), annual giving campaign, in-kind solicitation, stewardship and recognition.

The Revenue Development Manager is responsible for the solicitation, securing and maintaining sponsorships for the BCSHF and its various programs and events. While opportunities will be identified in collaboration with the Executive Director determine the needs of the organization; gallery sponsorship, grant solicitation and other program/property sponsorship opportunities to increase revenue. The solicitation and stewarding of new and returning sponsors and partners will be the key priority of the Revenue Development Manager.

### **Primary Duties and Responsibilities**

Key priority is selling on behalf of the organization for sponsorships, partnerships, Championship Packages, tables at BOC, foursomes at TOC. This includes retaining current supporters, developing leads and establishing new sponsors/supporters. The BCSHF has been in the process of transitioning from traditional event based sponsorship to a new Annual Partnership plan – implementing this plan will be a key function of the Revenue Development Manager.

Revenue Development Manager performs some or all of the following duties:

Plan revenue development activities

- Lead revenue development plan and activities of the organization
- Solicit, secure, maintain, and recognition sponsorships of and for the organization

- Collaborate with the Executive Director, Curator, Board of Directors and BC Sports Hall of Fame Foundation to create a revenue development plan which increases revenues to support the strategic direction of the BC Sports Hall of Fame
- Implement the revenue development plans in accordance with ethical revenue development principles
- Monitor and evaluate all revenue development activities to ensure that the fundraising goals are being achieved
- Monitor trends in the community to adapt revenue development strategies as necessary

#### Organize fund development activities

- Oversee the planning and execution of annual sponsorship and revenue development for Banquet of Champions, Tournament of Champions, Hero In Your Heart fundraising campaign and facilitation as specified in the marketing/fund development plan to generate funds for the BC Sports Hall of Fame
- Identify and develop corporate, community and individual prospects for the organization's revenue development priorities
- Develop and manage timelines for various revenue development activities to ensure strategic plans and critical revenue development processes are carried out in a timely manner
- Develop policies and procedures for the development department which reflect ethical revenue development practices
- Develop a yearly fund development plan for the organization
- In collaboration with the Executive Director prepare grant applications as outlined in the revenue development plan to generate funds for the BC Sports Hall of Fame
- Oversee the administration of corporate contacts, donors and other prospects for mailing lists and GiftWorks database which respects the privacy and confidentiality of donor information
- Coordinate in-kind donations and make decisions in accordance of Revenue Canada regarding of issuing receipts

#### Manage revenue development budget

- Prepare progress reports, budgets, receipts and expenditure related to revenue development and management of the fund development activities
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary
- In collaboration with the Executive Director develop and gain approval for annual income and expenditures related to fund development

#### Promote the organization

- Foster an understanding of philanthropy within the BC Sports Hall of Fame
- Contribute to a comprehensive communications plan to promote the BC Sports Hall of Fame to corporate and individual donors and maximize public awareness of the revenue development activities of the BC Sports Hall of Fame

- Lead the coordination of design, printing and distribution of marketing and communication materials for development efforts
- Build relationship with community stakeholders to advance the mission, vision and revenue development goals of the BC Sports Hall of Fame
- Attend various community events to promote the BCSHF and generate leads for support

### **Personal characteristics**

- Driven, motivated and hardworking individual ready to commit talents to our non-profit organization
- Confident sales person who is comfortable with all aspects of selling
- Creativity/Innovation: Develop new and unique ways to improve the finances of the organization and to create new opportunities
- Behave Ethically: Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and aligns with the values of the BC Sports Hall of Fame
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally to achieve the goals of the BC Sports Hall of Fame
- Communicate Effectively: Speak, listen and write in a clear manner using appropriate and effective communication tools and techniques
- Focus on Sponsor and Donor Needs: Anticipate, understand and respond to the needs of donors to meet or exceed their expectations within the BC Sports Hall of Fame parameters
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problems and make decisions which are timely and in the best interest of the BC Sports Hall of Fame
- Organize: Set priorities, monitor progress towards goals and track donor information and update
- Plan: In collaboration with the Executive Director, Board of Directors and Foundation determine strategies to move the BC Sports Hall of Fame forward, set goals, create and implement action plans and evaluate the process and results
- In collaboration with the Banquet of Champions and Tournament of Champions Committees determine annual strategies to move the BC Sports Hall of Fame forward, set goals, create and implement action plans and evaluate the process and results
- Solve Problems: Assess problems in relation to Revenue Development, identify cause, gather and process relevant information, generate possible solutions and make recommendations and/resolve the problem

The Revenue Development Manager is joining a small dedicated staff team and will be informed about all aspects of the organization, while maintaining a singular focus on revenue development. The candidate will be a part of the leadership team at the BC Sports Hall of Fame and will be asked to lead initiatives from time to time and to support other team members as required. We are seeking a

candidate who is passionate about the power of sport, education, youth and sport history and can effectively communicate that passion with others. The organization is undergoing a period of growth; as such the candidate must demonstrate a passion for growing our organization and be ready to commit as a key member of the BC Sports Hall of Fame team. The candidate should enjoy working with people and have an interest in inspiring and educating the citizens of the province. By joining our staff team the candidate must show the drive and desire to support the BC Sports Hall of Fame and a commitment to help lead it to its highest potential.

**The successful candidate will have the following qualifications:**

- Minimum 3-5 years in sport and sponsorship sales
- Strong problem-solving and verbal and written communication skills
- Able to work independently and as part of a team
- Ability to anticipate and responsibly respond to daily challenges and opportunities
- Exceptional interpersonal skills with ability to work with a variety of groups including corporate, media, Honoured Members, donors and sport teams
- Commitment to a high level of professionalism and the ability to deliver exceptional client service
- Available to work as required, revenue development events and opportunities occur on evenings and weekends. Must be able to work flexible hours when required
- Highly organized and able to multi-task between projects with tight deadlines
- Passion/Interest or knowledge of sport and/or sport history

**Please submit covering letter plus a resume demonstrating skills, sales successes, experience and knowledge relevant to this position as well as salary expectations. In addition, please state why you are interested in working with the BC Sports Hall of Fame and specifically in this position.**

**Submit materials to:**

Allison Mailer, Executive Director [allison.mailer@bcsporthalloffame.com](mailto:allison.mailer@bcsporthalloffame.com)

**Deadline:** Friday, July 14 at 5pm.